

Login Instructions

These are the instructions for the TRF Employer Interactive Web site. Access the TRF home page at <http://www.in.gov/trf/>.

1. On the right side of the page you will see many links under “Online Services”. To access the Employer Interactive features, click on the **Employer Secure Login** link.
2. On the *Login Page*, enter your **Employer Email Address** (user name) and **Employer Password**. *Note: Consider bookmarking this page for quicker access in the future.* Your **Employer Email Address** is your full e-mail address. Initially, your **Employer Password** is also your e-mail address up to 20 characters. The Employer Password is case-sensitive and has been created with all lowercase letters. For the Employer Password, if your e-mail address is longer than 20 characters, enter the first 20 characters and click the **Login** button. The Employer Information page displays (Figure 2).

*The **Employer Password** field is limited to 20 characters and does not accept more than 20 characters.*

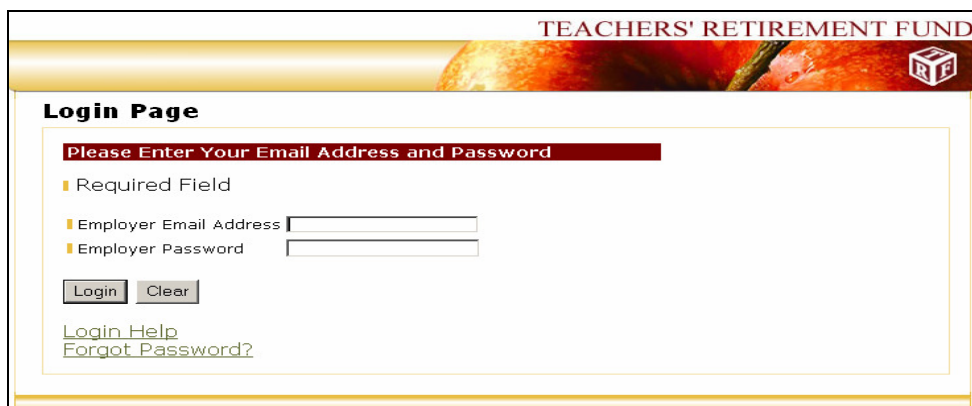
The screenshot shows the 'Login Page' of the Teachers' Retirement Fund (TRF) website. At the top, there is a header with the text 'TEACHERS' RETIREMENT FUND' and a small TRF logo. Below the header, the page title 'Login Page' is displayed. A red banner with white text reads 'Please Enter Your Email Address and Password'. Underneath, there is a section labeled 'Required Field' containing two input fields: 'Employer Email Address' and 'Employer Password'. Below these fields are two buttons: 'Login' and 'Clear'. At the bottom of the form area, there are two links: 'Login Help' and 'Forgot Password?'. The entire form is enclosed in a yellow border.

Figure 1 – Login Page

You will have the opportunity to change the password after successfully logging in. For information on password restrictions, click the **Login Help** link.

3. On the *Employer Information* page (Figure 2), in the left frame, there are links to **SSN/TRF# Cross Reference**, **P31 Submission**, **Change Password**, and other options. You may access only those features for which you have requested and been granted access.

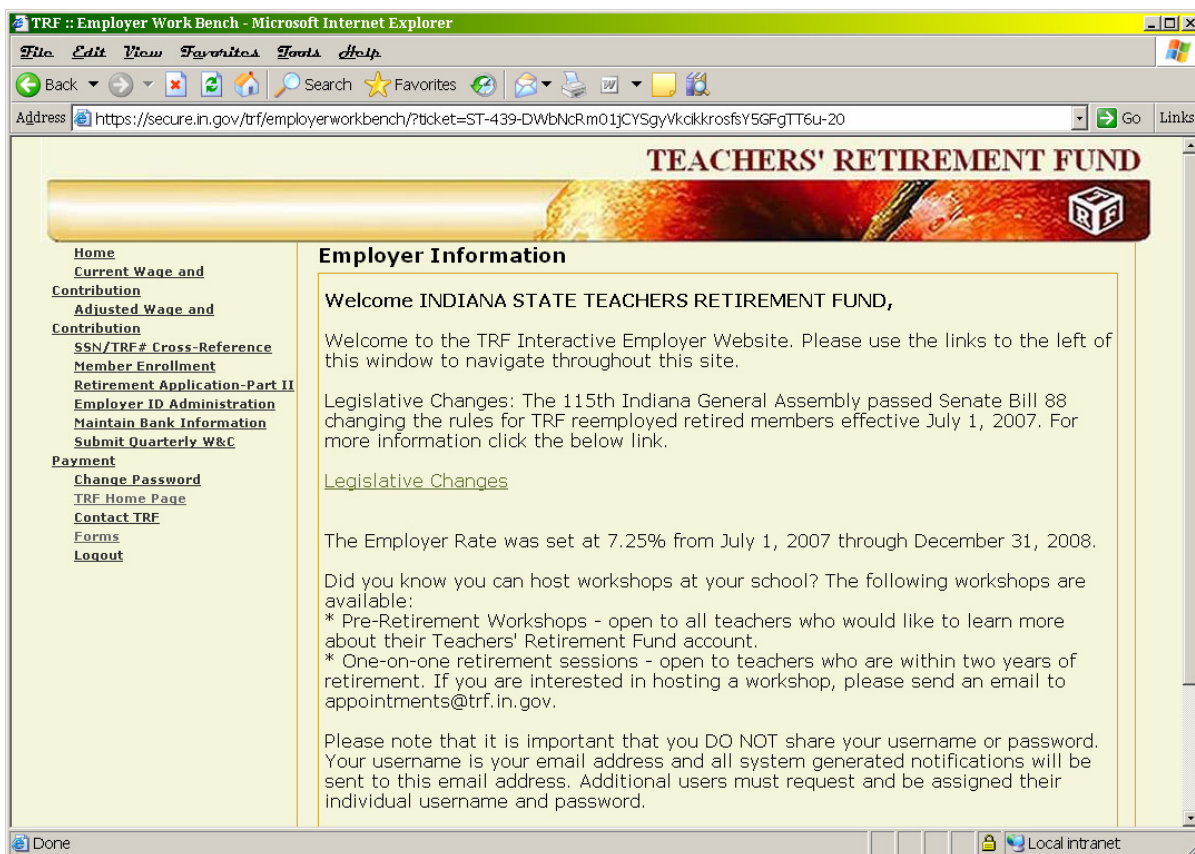


Figure 2 – Employer Information Page

The *Employer Information* page (Figure 2) is your personal employer page. Once you successfully log in to the Employer Interactive Web Site, you and anyone with security access will be able to access this page. Persons without security access cannot view this page. To add users or change existing users' access for this Web site, complete and submit the *Employer Contact Information* form (State Form 53142) on the TRF Web Site at <http://www.in.gov/trf/files/employercontactinformation.pdf>. The *Employer Contact Information* form must be signed by the Superintendent whenever a new user is being added.

Submitting your quarterly wage and contribution report

There are two different ways to submit your quarterly wage and contribution report online. It can be submitted by uploading an electronically formatted file or by entering the information manually. If you are uploading an electronically formatted file it must be in the required electronic format. The electronic format is published on the left side of your Employer Interactive page. Select the **Current Wage and Contribution** link and the **Required Regular File Format (pdf file)** link will appear. If you cannot create your quarterly file in the required format then you will have to enter the data manually. Instructions on how to submit your electronically formatted file and how to manually enter a regular file are as follows.

Submitting an electronically formatted file

From your Employer Interactive page (Figure 2 above) select 'Upload Regular File' (circled in red in Figure 3) on the left side navigation pane. This will take you to the 'Upload Regular File' page (Figure 3).

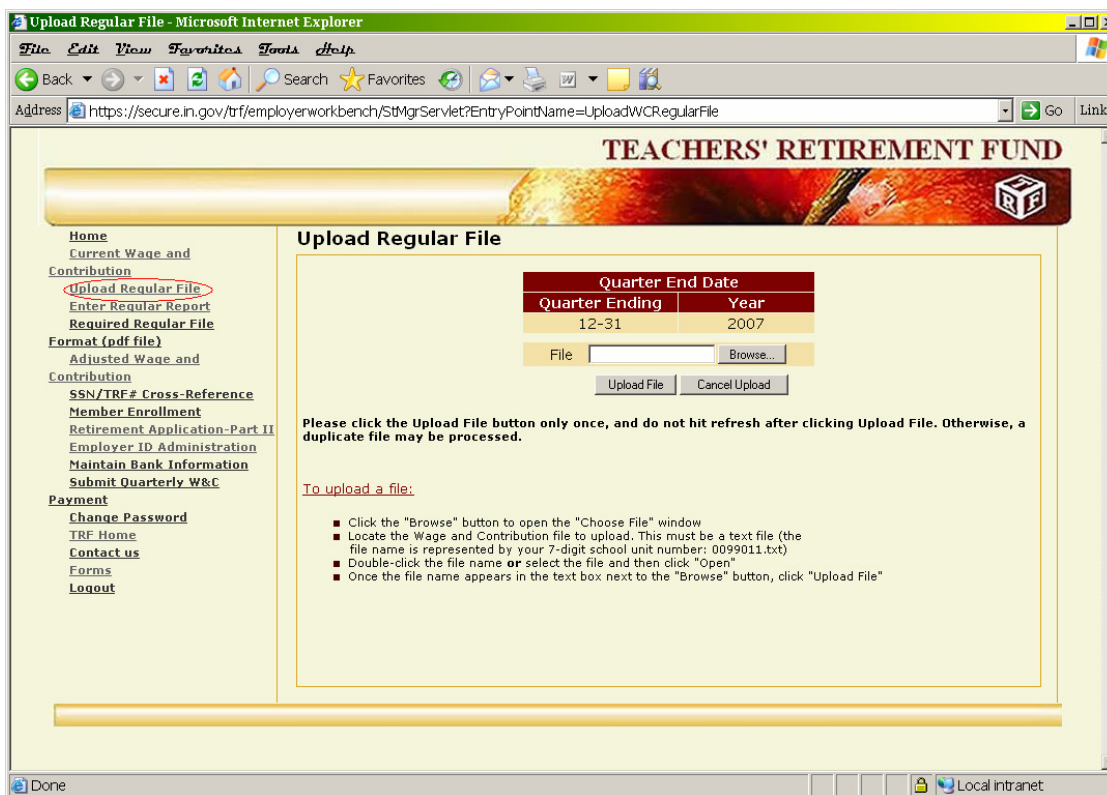


Figure 3 – Upload Regular File Page

Once you are at the Upload Regular File page follow the instructions at the bottom of the page on how to submit your file. When the file is ready to submit and you select the 'upload file' button the program begins its validation of data process. There are some preliminary validations that are run against the data and any results from these validations are displayed immediately and will require your immediate attention before the process can continue. Once it passes the preliminary validation process, the page will change to the Submission Status page (Figure 4).

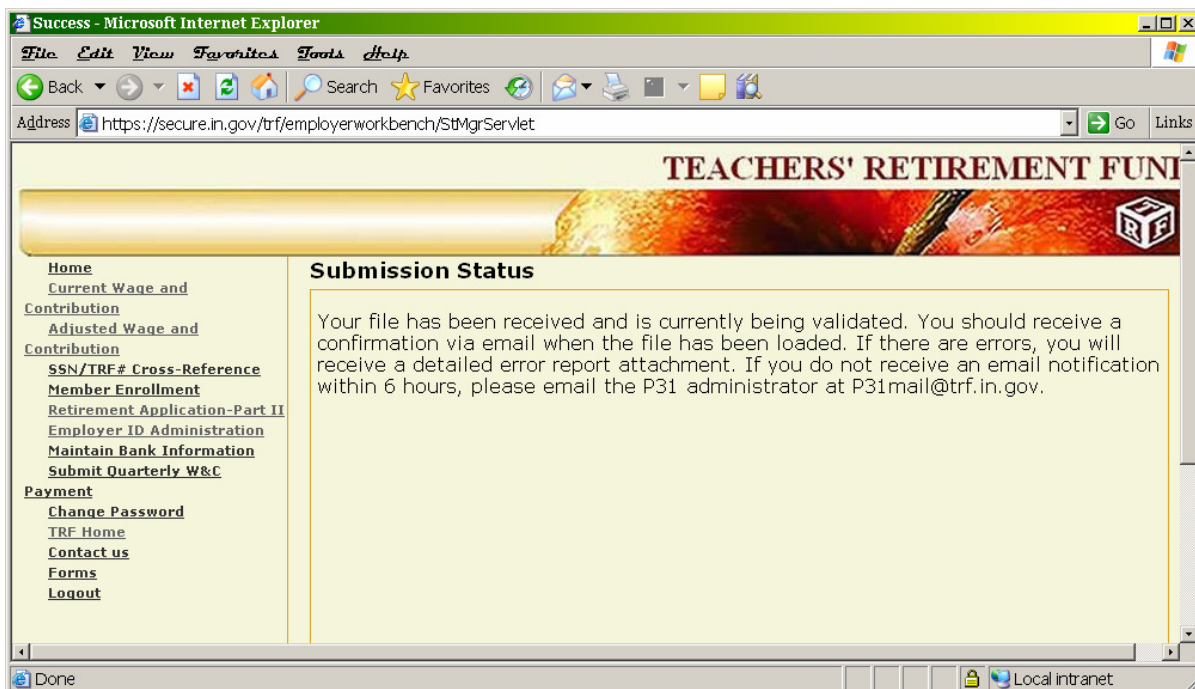


Figure 4 – Submission Status Page

This page indicates that your file has been submitted and is being validated. You should receive your results via email within 6 hours of your submission. If you receive an email with an error report (figure 5) attached, you are required to make the corrections and resubmit your file. This process continues until you receive a Data Accepted Confirmation email (figure 6). Your file is not considered complete until you receive the Data Accepted Confirmation email. At this time verify that the totals are correct and send your payment and payment transmittal form. If you are making your payments online then you do not have to send a transmittal form.

Validation Report For your unit # here												
Quarter End Date : 12-31-2007												
Report Type : Regular												
ER Share rate : 0.0725												
TRF#	SSN	Last Name	Wages	3% Pre-Tax	3% Post-Tax	Vol Pre-Tax	Vol Post-Tax	ER Share	FSP/HEP Wages	FSP/HEP Cutrs	S/C Days	Sep Type
0000000		DENNIS	\$10,251.32	\$307.54	\$0.00	\$0.00	\$0.00	\$743.22	\$0.00	\$0.00	54	
Reported TRF Number does not match members TRF Number.												
0000000		TINSLEY	\$8,736.66	\$262.10	\$0.00	\$0.00	\$0.00	\$633.40	\$0.00	\$0.00	54	
Reported TRF Number does not match members TRF Number.												
0000000		SCHOENLE	\$7,924.32	\$237.75	\$0.00	\$0.00	\$0.00	\$574.51	\$0.00	\$0.00	54	
Reported TRF Number does not match members TRF Number.												

Figure 5 – Error Report After Submission


From: autoreply@trf.in.gov	
To: TRF P31 Administrator	
Cc:	
Subject: Data Accepted Confirmation - Regular - 12-31-2007	
Your data has successfully passed all validations. The sum of individual totals (actual) are	
Total Wages	\$678,494.49
Mandatory Post-Tax Contributions @ 3%	\$0.00
Mandatory Pre-Tax Contributions @ 3%	\$20,355.13
Total Mandatory Contributions	\$20,355.13
Employee Voluntary Post-Tax Cont.	\$0.00
Employee Voluntary Pre-Tax Cont.	\$0.00
Total Voluntary Contributions	\$0.00
Employer Share (ERP) @ 7.25%	\$16,846.96
FSP Wages	\$0.00
FSP Contributions @ 7.25%	\$0.00
Total Teachers	57
Total Service Days	3021
Total payment required :	
Total Mandatory Contributions	\$20,355.13
Total Voluntary Contributions	\$0.00
Total Employer Share	\$16,846.96
Total FSP Contributions	\$0.00
Total Payment	\$37,202.09

Figure 6 – Data Accepted Confirmation Email

Entering the regular wage and contribution report

If you are not able to create your quarterly file in the required electronic format you will have to manually enter your report online. At your Employer Information page (figure 7) select current wage and contribution and then Enter Regular Report (circled in red).

TEACHERS' RETIREMENT FUND



[Home](#)
[Current Wage and Contribution](#)
[Upload Regular File](#)
[Enter Regular Report](#)
[Required Regular File Format \(pdf file\)](#)
[Adjusted Wage and Contribution](#)
[SSN/TRF# Cross-Reference](#)
[Member Enrollment](#)
[Retirement Application-Part II](#)
[Employer ID Administration](#)
[Maintain Bank Information](#)
[Submit Quarterly W&C](#)
[Payment](#)
[Change Password](#)
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[Forms](#)
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Employer Information

Welcome INDIANA STATE TEACHERS RETIREMENT FUND,

Welcome to the TRF Interactive Employer Website. Please use the links to the left of this window to navigate throughout this site.

Legislative Changes: The 115th Indiana General Assembly passed Senate Bill 88 changing the rules for TRF reemployed retired members effective July 1, 2007. For more information click the below link.

[Legislative Changes](#)

The Employer Rate was set at 7.25% from July 1, 2007 through December 31, 2008.

Did you know you can host workshops at your school? The following workshops are available:

- * Pre-Retirement Workshops - open to all teachers who would like to learn more about their Teachers' Retirement Fund account.
- * One-on-one retirement sessions - open to teachers who are within two years of retirement. If you are interested in hosting a workshop, please send an email to appointments@trf.in.gov.

Figure 7 – Employer Information Page (enter regular report)

This will direct you to the 'Enter Regular Report' page (figure 8).

TEACHERS' RETIREMENT FUND

Enter Regular Paper Report

Data Entry Instructions

- Enter the Wage and Contribution information for your school corporation in the fields below
- Previously entered data that has not been submitted, will be displayed for the reporting quarter end date
- Use the "Previous" or "Next" buttons to navigate from page to page, do not use your Internet Browser arrows as you may lose information
- If you would like to delete a member, check the box on the row and click the "Delete" button
- If you are unable to complete your data entry, you may save the data by clicking the "Save For Later" button before exiting
- To reset to your previously saved data, click the "Cancel" button
- Submit your data by clicking the "Submit" button
- Do not click your browser "Refresh" button at any time as this will cause your data to process incorrectly

* Required Field

Employer Name INDIANA STATE TEACHERS RETIREMENT FUND
Employer Number 0099011
Quarter End Date 12/31/2007

	* SSN	* TRF No.	* Last Name	Wages	Mand Pre-tax	Mand Post-tax	Vol Pre-tax	Vol Post-tax
1	<input type="checkbox"/>							
2	<input type="checkbox"/>							
3	<input type="checkbox"/>							
4	<input type="checkbox"/>							
5	<input type="checkbox"/>							
6	<input type="checkbox"/>							
7	<input type="checkbox"/>							
8	<input type="checkbox"/>							

Figure 8 – Enter Regular Paper Report (top half of page)

There are instructions on how to enter, save, delete, and submit your report on this page. Once all data has been entered click the Submit button at the bottom of the page (figure 9 circled in red).

8	<input type="checkbox"/>								
9	<input type="checkbox"/>								
10	<input type="checkbox"/>								
11	<input type="checkbox"/>								
12	<input type="checkbox"/>								
13	<input type="checkbox"/>								
14	<input type="checkbox"/>								
15	<input type="checkbox"/>								
Totals		Total Count	0	.00	.00	.00	.00	.00	.00

Please click the Submit button only once, and do not hit refresh after clicking Submit. Otherwise, a duplicate record may be processed.

Figure 9 – Enter Regular Paper Report (bottom half of page)

Once the Submit button is selected, the program begins its validation of data process and sends you to the Submission Status page (Figure 4). This page indicates that your file has been submitted and is being validated. You should receive your results via email within 6 hours. If you receive an email with an error report (figure 5) attached, you are required to make the corrections and resubmit your file. This process continues until you receive a Data Accepted Confirmation email (figure 6). Your file is not considered complete until you receive the Data Accepted Confirmation email. At this time you should verify the totals and send your payment and payment transmittal form. If you are making your payments online then you do not have to send a transmittal form and the wage and contribution reporting process is complete.